

20 CHAPTER: VIEW EXTERNAL OFFSET PAYMENT INFORMATION

IRMS maintains comprehensive information about payments made to your setoff agency

- External Offset Payments Summary
- External Offsets Payment Detail

You can only access the External Offset Payment Detail window from the External Offset Payments Summary window.



Note: This information is view only, and is updated daily by IRMS.

External Offset Payments Summary Window

The illustration below is the External Offset Payment Summary window.

Payment Date	Voucher Number	Number of Items	Amount Finalized	Administrative Cost	Amount of Payment
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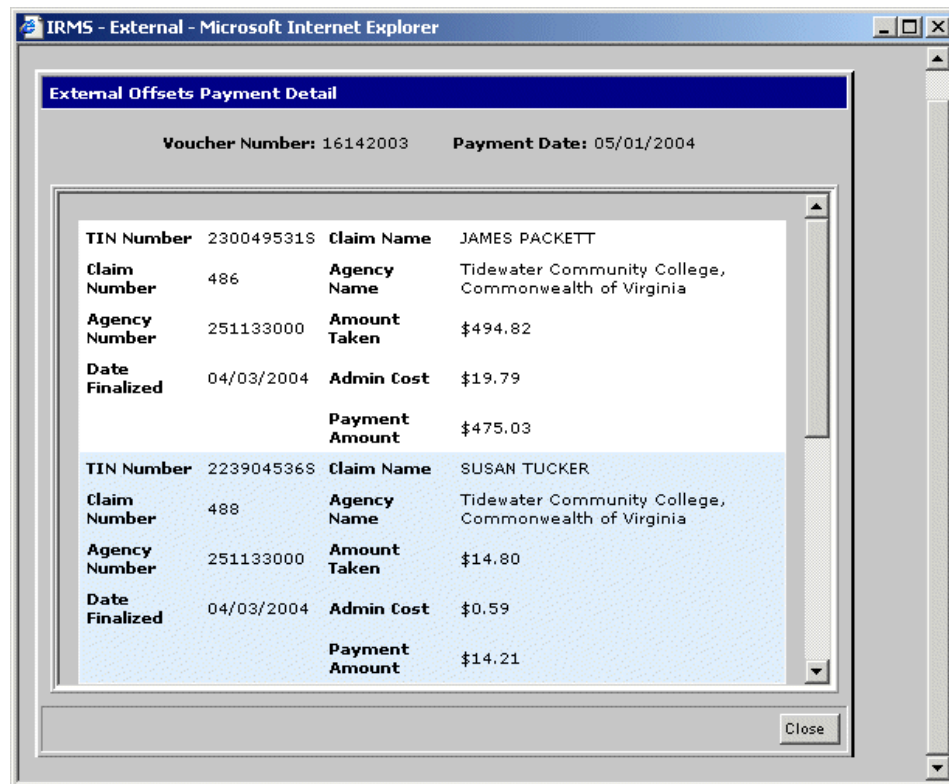
External Offset Payments Summary Fields

The table below lists the fields in the External Offset Payment Summary window and provides a brief description of each.

Field	Field Type	Description
Agency Number	Required	The number of the agency for which the information is requested.
Processing Year	Required	The year for which the information is requested.
Payment Date	System Generated	The date the payment was made to the agency.
Voucher Number	System Generated	The number of the voucher sent to the agency.
Number of Items.	System Generated	There may be multiple claims paid in one voucher.
Amount Finalized	System Generated	The amount to be applied to the claim.
Administrative Cost	System Generated	The amount of any processing or other fees. This is only applicable for localities.
Amount of Payment	System Generated	The Amount Finalized minus any Administrative costs.

External Offset Payment Detail Window

The illustration below is the External Offsets Payment Detail window



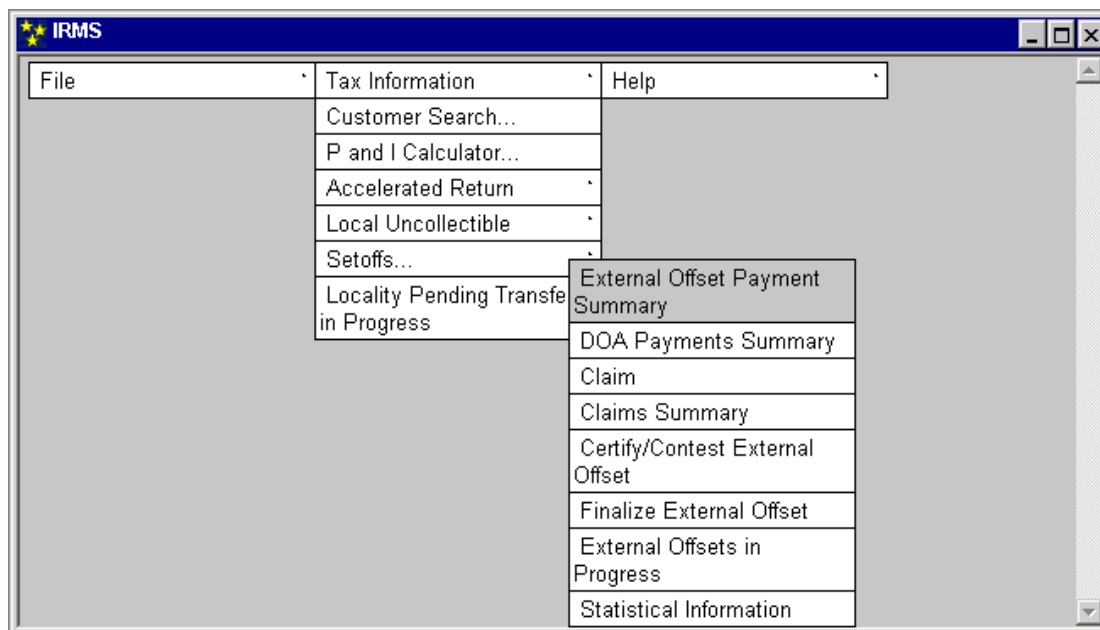
External Offset Payment Detail Fields

The table below lists the fields in the Debtor Profile window and provides a brief description of each.

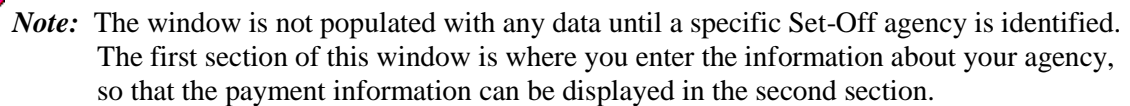
Field	Field Type	Description
Tin Number	System Generated	Debtor's external ID - SSN or FEIN.
Claim Name	System Generated	The name of the Debtor identified by the SSN or FEIN.
Claim Number	System Generated	Number assigned by Tax.
Agency Name	System Generated	Name of Agency receiving the payment.
Agency Number	System Generated	Unique number assigned to the agency.
Amount Taken	System Generated	Finalized Amount
Date Finalized	System Generated	Date resources were applied to the claim.

Viewing External Offset Payments

To view External Offset payment information, the following steps are performed:



Step 1: From the IRMS Main window, select: **Tax Information: Setoffs: External Offset Payment Summary**. The External Offset Payment Summary window is displayed.



Step 2: Enter **Agency Number**.

Step 3: Enter **Processing Year**.

Step 4: Click **Find**. The External Offset Payments Summary window populates with claim and voucher information for your agency.

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Step 5: **Double-click** the desired line item, to view more detail about a particular voucher payment. The External Offsets Payment Detail window opens.

External Offsets Payment Detail			
Voucher Number: 16142003		Payment Date: 05/01/2004	
TIN Number	230049531S	Claim Name	JAMES PACKETT
Claim Number	486	Agency Name	Tidewater Community College, Commonwealth of Virginia
Agency Number	251133000	Amount Taken	\$494.82
Date Finalized	04/03/2004	Admin Cost	\$19.79
		Payment Amount	\$475.03
TIN Number	223904536S	Claim Name	SUSAN TUCKER
Claim Number	488	Agency Name	Tidewater Community College, Commonwealth of Virginia
Agency Number	251133000	Amount Taken	\$14.80
Date Finalized	04/03/2004	Admin Cost	\$0.59
		Payment Amount	\$14.21

Step 6: Click the **down arrow** on the vertical scroll bar to view additional payments.

Step 7: Click **Close** to exit this window and return to the External Offset Payment Summary window.